Pre-Approval Database
Requirements Document

Pre-Approval of Fixed Hospital Equipment Anchorages

Facilities Development Division's (FDD) is responsible for pre-approval of fixed hospital equipment anchorages (pre-approvals) to be used in healthcare facility construction. Anchorage designs and specifications are submitted to the office from companies throughout the country and Canada that have been designed by a licensed structural, civil, or mechanical engineer. These designs are then reviewed for compliance with California's Title 24, Part 2 (CBC). Once the equipment has been approved by FDD, it is issued an OPA number designation, and must be re-evaluated to the new code within three years of the approval date. When the equipment is re-evaluated, it retains the same OPA number with a new approval date.

Currently, FDD's tracking of these reviews is spotty at best. Review information is being entered into a non-normalized database using dissimilar methods. This results in misinterpretation of that data by the individuals that depend on it for their daily work. FDD needs a dedicated database to automate the processes associated with the review and approval of pre-approvals. A listing of the system requirements follows.

Pre-Approval System Requirements:
- Due to various reviewers working on a particular package, system needs to track where a pre-approval package is physically located.
- System needs to generate reports indicating pre-approvals in need of renewal.
- System needs to generate letters, addressed to companies and designers, indicating status of package whether received, approved, defected, etc.
- Ability to track a review by type of review (Initial review, Renewal)
    - Reviews within each type need to be separated by version (backcheck)
- Pre-Approval number shall consist of an R or OPA as the left characters, followed by a 4-digit number that increases incrementally as new Pre-Approvals are received.
    - For renewal of existing pre-approvals, R shall be changed to OPA after package is approved. The 4-digit number shall stay the same
- Each review record shall contain: Review code, review type, review version (backcheck), Manager, Reviewer, date review was entered, date review was completed, review result, manager estimated hours, date reviewer started review, date reviewer completed review, reviewer's result, reviewer's estimated hours, and a remarks field.
- Each package can have multiple reviews.
- Data integrity must be enforced between related Logbook tables and new system. (reviewer initials, result of review codes, etc)
- System must be able to track who submitted the package (manufacturer, designer, or supplier)
- Include an inventory of items received (drawings, specifications, structural calculations, test data, other)
- Ability to track California registered architect, structural, civil, or mechanical engineer.
- Ability to track secondary engineer responsible for testing.
- Ability to print listing of valid pre-approvals for the web site.

- Upon approval of 33* or 34*, if not OPA, prompt to change to OPA. Also set renewal date.
- Generate reports on backlog, packages pending review, open reviews, etc.
- Final approval for a package should not be issued until payment is received.